

**Mission**

The mission of the Waukesha County Board of Supervisors is to enact legislation to establish policy to promote the health, safety, welfare and quality of the life of the people of Waukesha County in a fiscally responsible manner.

The legislative body of the County is the Board of Supervisors, which consists of 35 members who are elected by districts to two-year terms in even numbered years. From its members, the Board elects a Chairperson, First Vice-Chairperson, and Second Vice-Chairperson as officers of the County Board. There are seven standing committees of the County Board organized on functional lines. The Executive, Finance, and Personnel Committees deal with administrative policy matters, whereas the remaining four standing committees (Judiciary and Law Enforcement; Health and Human Services; Land Use, Parks and Environment; and Public Works) are concerned with policy matters affecting public services.

Through the Internal Audit function, the County Board provides financial and program evaluations to assure cost-effective and efficient use of available resources.

**Financial Summary**

|                           | 2002<br>Actual     | 2003<br>Adopted<br>Budget | 2003<br>Estimate   | 2004<br>Budget     | Change from 2003<br>Adopted Budget |             |
|---------------------------|--------------------|---------------------------|--------------------|--------------------|------------------------------------|-------------|
|                           |                    |                           |                    |                    | \$                                 | %           |
| <b>General Fund</b>       |                    |                           |                    |                    |                                    |             |
| Personnel Costs           | \$1,013,347        | \$1,084,997               | \$1,077,054        | \$1,122,072        | \$37,075                           | 3.4%        |
| Operating Expenses        | \$87,848           | \$138,206                 | \$112,350          | \$134,603          | (\$3,603)                          | -2.6%       |
| Interdept. Charges        | \$26,708           | \$34,419                  | \$31,327           | \$44,807           | \$10,388                           | 30.2%       |
| Fixed Assets              | \$0                | \$0                       | \$0                | \$0                | \$0                                | N/A         |
| <b>Total Expenditures</b> | <b>\$1,127,903</b> | <b>\$1,257,622</b>        | <b>\$1,220,731</b> | <b>\$1,301,482</b> | <b>\$43,860</b>                    | <b>3.5%</b> |
| General Government        | \$0                | \$0                       | \$0                | \$0                | \$0                                | N/A         |
| Fine/Licenses             | \$0                | \$0                       | \$0                | \$0                | \$0                                | N/A         |
| Charges for Services      | \$0                | \$0                       | \$0                | \$0                | \$0                                | N/A         |
| Interdepartmental         | \$0                | \$0                       | \$0                | \$0                | \$0                                | N/A         |
| Other Revenue             | \$0                | \$0                       | \$0                | \$0                | \$0                                | N/A         |
| <b>Total Revenues</b>     | <b>\$0</b>         | <b>\$0</b>                | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>                         | <b>N/A</b>  |
| <b>Tax Levy</b>           | <b>\$1,127,903</b> | <b>\$1,257,622</b>        | <b>\$1,220,731</b> | <b>\$1,301,482</b> | <b>\$43,860</b>                    | <b>3.5%</b> |

**Position Summary (FTE)**

|                   |             |             |             |             |             |
|-------------------|-------------|-------------|-------------|-------------|-------------|
| Regular Positions | 9.00        | 9.00        | 9.00        | 9.00        | 0.00        |
| Extra Help        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| Overtime          | 0.00        | 0.01        | 0.00        | 0.01        | 0.00        |
| <b>Total</b>      | <b>9.00</b> | <b>9.01</b> | <b>9.00</b> | <b>9.01</b> | <b>0.00</b> |

**Departmental Objectives****Legislative Support**

1. Further cooperative effort with county managers on development and implementation of the Justice Facility, Consolidated Communications and similar major joint efforts. (4<sup>th</sup> Qtr. 2004)
2. Continue work with our legislative delegation to incorporate recommendations of executive and legislative branches of county government on the budget (and probable repair bill) in order to enhance the state/local partnership. (4<sup>th</sup> Qtr. 2004)
3. Assist and serve on administrative work groups, such as: collaborating council, tax delinquent property, job content evaluation, legislative partners group, technology review, etc. (3<sup>rd</sup> Qtr. 2004)
4. Review and revise County Board rules and procedures, continue updates to the county code and test new office operation procedures. (2<sup>nd</sup> Qtr. 2004)
5. Update new supervisor orientation materials for new supervisor orientation sessions to be held in April and facilitate transition to new board. (2<sup>nd</sup> Qtr. 2004)
6. Lobby our delegation to bring about necessary changes to state statutes that would facilitate the county's ability to administer programs and services more efficiently and cost-effectively. (1<sup>st</sup> Qtr. 2004)
7. Continue to enhance the deliberative process by increased interaction with committee chairs in agenda preparation, with departments regarding agenda items and providing background information on issues to include alternatives and pro and con points of view. (2<sup>nd</sup> Qtr. 2004)
8. Enhance committee calendars through a continual update process. (3<sup>rd</sup> Qtr. 2004)

**County Board and Committee Operations**

1. Evaluate, address and resolve policy issues relating to transportation, planning, intergovernmental cooperation, governance and provision of needed county services, especially with reference to federal and state revenue limitations. (2<sup>nd</sup> Qtr. 2004)
2. Enforce relevance of county and regional plans by using them as tools in the evaluation of budget, capital plan proposals, and ordinances. (1<sup>st</sup> Qtr. 2004)
3. Promote leadership role and visibility of Waukesha County through the County Board Chairman and Supervisors' activities (NACo, WCA, Southeastern District Seven Counties meetings). (1<sup>st</sup> Qtr. 2004)
4. Monitor Exposition Center development, old County Courthouse use, Retzer Center development, Justice Facility addition and Communication Center. (3<sup>rd</sup> Qtr. 2004)
5. Agendize an annual review of the department/division strategic plan for which the standing committee has policy oversight. (4<sup>th</sup> Qtr. 2004)
6. Enhance policy role in evaluating and resolving technology and E-Commerce issues. (1<sup>st</sup> Qtr. 2004)
7. Work with the offices of Parks and Land Use, Corporation Counsel, County Clerk and Department of Administration Budget and Information Systems divisions to evaluate the redesign of the automated drafting, tracking, editing and posting of ordinances and resolutions. (4<sup>th</sup> Qtr. 2004)
8. Provide input and direction from the County Board for the development of a comprehensive land use / business plan for the Expo Center and Airport grounds.

**Internal Audit**

1. Assist the County Board and County Administration in the effective discharge of their responsibilities by providing objective analyses, appraisals and recommendations through audits in the following areas during 2004: Public Works – Highway Capital Projects; Department of Health and Human Services – Contract Services; Parks and Land Use – Parks / Planning. (4<sup>th</sup> Qtr. 2004)
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**Major Departmental Strategic Achievements 07/2002 through 06/2003****Legislative Support**

1. Increased joint work efforts with administrators and managers (Email on state budget and legislative tracking; meetings with planning staff on highway map, jail zoning and county development plan; administrative studies on privacy, continuity, state budget and lobby strategy).
2. Cross-trained and alternated support staff among the seven standing committees.
3. Completed transition and orientation issues associated with changes in various elected offices.
4. Lobbied our delegation to revise state statutes to enhance our ability to administer programs and services more efficiently and cost-effectively.
5. Coordinated efforts with other counties and local units of government and the legislature to enact campaign finance reform.

**County Board and Committee Operations**

1. Evaluated, addressed and resolved issues relating to transportation (regional freeway system, street and highway width map, transit development), planning (amended County Land Development plan, land information records access), intergovernmental cooperation (sale of Old Courthouse to historic society, cost share funding for dispatch center), governance (created Criminal Justice Collaborating Council, amended Code on County Board, technology review process) and provision of needed county services (reduced 2002 operating budgets, airport self-fueling, gypsy moth/ West Nile programs).
2. Monitored progress and made County Board Supervisors and staff available for special projects such as the Criminal Justice Collaborating Council, Consolidated Dispatch, State Advisory Committees, RFP selections, etc.
3. Monitored progress of Justice Facility addition, Shared Dispatch, Old Court house sale and use.
4. Promoted leadership role and visibility of Waukesha County through the County Board Chairman and Supervisors' activities (NACo, WCA, Southeastern District Seven Counties meetings, Planning Policy Advisory Committee for the State Supreme Court and Planning, Policy and Advisory Subcommittee on Court Funding through the State Supreme Court).
5. Focused on state budget proposals and impact on Waukesha County's budget and services.
6. Worked with the office of Parks and Land Use, Corporation Counsel, County Clerk, and Department of Administration Budget and Information Systems divisions, to evaluate the redesign of the automated drafting, tracking, editing and posting of ordinances and resolutions.
7. Upgraded capability for audiovisual presentations in committee room and county boardroom through automation.
8. Completed revisions to county code sections most pertinent to County Board operations.

**Internal Audit**

1. Assisted the County Board and the County Administration in the effective discharge of their responsibilities by providing objective analyses, appraisals and recommendations concerning specific governmental operations.
  2. Identified cost-effective controls throughout county operations through audit recommendations, which emphasize quality improvements in the areas of policy and procedure compliance, safeguarding county assets, and management integrity and reliability.
  3. Through ongoing educational efforts, continued to promote the Internal Audit function as a quality resource for use by Waukesha County legislators, County Administration, and County taxpayers in an effort to improve the overall operations of Waukesha County.
  4. Each staff member of the Audit Department attended two educational/professional conferences in 2003 and updated current practices based on knowledge obtained at those conferences.
  5. Completed audits in the following areas during FY 2003: Public Works – Highway Operations; Risk Management – Workers Compensation Fund and Corporation Counsel – Child Support Division.
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## Legislative Support

## Program Description

Provides for the directing of the day-to-day activities of the County Board's professional, audit, and secretarial staff, support to the seven standing committees, legislative and lobbying effort for the County, and research, analysis, evaluation, and recommendations to the County Board and its committees.

## Performance Measures

% County Board Office responds to resident questions within 1 Business Day

| 2002<br>Actual | 2003<br>Budget | 2003<br>Estimate | 2004<br>Budget | Budget<br>Change |
|----------------|----------------|------------------|----------------|------------------|
| N / A          | N / A          | N / A            | 100%           | N / A            |

|                       |             |             |             |             |             |
|-----------------------|-------------|-------------|-------------|-------------|-------------|
| <b>Staffing (FTE)</b> | <b>7.00</b> | <b>7.01</b> | <b>7.00</b> | <b>7.01</b> | <b>0.00</b> |
|-----------------------|-------------|-------------|-------------|-------------|-------------|

|                           |                  |                  |                  |                  |                 |
|---------------------------|------------------|------------------|------------------|------------------|-----------------|
| Personnel Costs           | \$487,709        | \$524,269        | \$521,209        | \$549,375        | \$25,106        |
| Operating Expenses        | \$29,825         | \$21,110         | \$34,979         | \$24,710         | \$3,600         |
| Interdept. Charges        | \$21,287         | \$29,109         | \$27,887         | \$31,217         | \$2,108         |
| Fixed Assets              | \$0              | \$0              | \$0              | \$0              | \$0             |
| <b>Total Expenditures</b> | <b>\$538,821</b> | <b>\$574,488</b> | <b>\$584,075</b> | <b>\$605,302</b> | <b>\$30,814</b> |
| General Government        | \$0              | \$0              | \$0              | \$0              | \$0             |
| Fine/Licenses             | \$0              | \$0              | \$0              | \$0              | \$0             |
| Charges for Services      | \$0              | \$0              | \$0              | \$0              | \$0             |
| Interdepartmental         | \$0              | \$0              | \$0              | \$0              | \$0             |
| Other Revenue             | \$0              | \$0              | \$0              | \$0              | \$0             |
| <b>Total Revenues</b>     | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>      |
| <b>Tax Levy</b>           | <b>\$538,821</b> | <b>\$574,488</b> | <b>\$584,075</b> | <b>\$605,302</b> | <b>\$30,814</b> |



## Program Highlights

Personnel costs increase for across-the-board pay raise plus the increase in health insurance costs.

Operating expenses increase for travel and registration costs are partially offset by a decrease in office equipment repair/maintenance costs due to not renewing the fax machine warranty and the decreased costs of the copy machine maintenance package.

Interdepartmental charges increase mainly from computer maintenance and repair costs continuing to be phased in partially offset by allocating End User Technology charges to the Internal Audit program.



| Activity  | 2002<br>Actual | 2003<br>Budget | 2003<br>Estimate | 2004<br>Budget | Budget<br>Change |
|---|----------------|----------------|------------------|----------------|------------------|
| Committee agenda/minutes prepared                   | 290            | 200            | 200              | 225            | 25               |
| Advisement to committees by staff                   | 203            | 230            | 220              | 225            | (5)              |
| Staff participation in community events/mtgs/confs. | 128            | 110            | 110              | 110            | 0                |
| Meetings w/ Legislators/Advisory groups             | 208            | 200            | 200              | 200            | 0                |

## County Board and Committees Operations

## Program Description

Provide funds for the personnel and direct costs associated with the thirty-four County Board supervisors, its Committees, and the professional associations to which it belongs.

## Performance Measures

County Board actions support bond-rating status of Triple A. [Moody's / Fitch Bond Rating]

Review annual budget and take actions consistent with tax rate stability.

| 2002<br>Actual | 2003<br>Budget | 2003<br>Estimate | 2004<br>Budget           | Budget<br>Change |
|----------------|----------------|------------------|--------------------------|------------------|
| Aaa/AAA        | Aaa/AAA        | Aaa/AAA          | Aaa/AAA                  | -                |
| N / A          | N / A          | N / A            | +/- 5 % of<br>prior year | N / A            |

|                       |             |             |             |             |             |
|-----------------------|-------------|-------------|-------------|-------------|-------------|
| <b>Staffing (FTE)</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |
|-----------------------|-------------|-------------|-------------|-------------|-------------|

|                            |                  |                  |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|------------------|------------------|
| Personnel Costs            | \$344,406        | \$370,556        | \$365,626        | \$373,883        | \$3,327          |
| Operating Expenses         | \$51,719         | \$107,296        | \$67,741         | \$99,943         | (\$7,353)        |
| Interdept. Charges         | \$5,421          | \$5,310          | \$3,440          | \$5,550          | \$240            |
| Fixed Assets               | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>Total Expenditures:</b> | <b>\$401,546</b> | <b>\$483,162</b> | <b>\$436,807</b> | <b>\$479,376</b> | <b>(\$3,786)</b> |
| General Government         | \$0              | \$0              | \$0              | \$0              | \$0              |
| Fine/Licenses              | \$0              | \$0              | \$0              | \$0              | \$0              |
| Charges for Services       | \$0              | \$0              | \$0              | \$0              | \$0              |
| Interdepartmental          | \$0              | \$0              | \$0              | \$0              | \$0              |
| Other Revenue              | \$0              | \$0              | \$0              | \$0              | \$0              |
| <b>Total Revenues:</b>     | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       |
| <b>Tax Levy</b>            | <b>\$401,546</b> | <b>\$483,162</b> | <b>\$436,807</b> | <b>\$479,376</b> | <b>(\$3,786)</b> |



## Program Highlights

Operating expenses decrease in travel and related expenses by \$8,400 due to the 2004 Wisconsin Counties Association Convention being held in Milwaukee County versus higher travel costs incurred to La Crosse County in 2003. This is partially offset by higher costs associated with printed orientation material costs for newly elected County Board Supervisors.

The County Board will no longer contract with a vendor (at a cost of \$500 annually) to update the tally board as the necessary equipment (chip burning and eraser) has been purchased in 2003 with the future programming to be performed by the County Clerk.



| Activity                             | 2002<br>Actual | 2003<br>Budget | 2003<br>Estimate | 2004<br>Budget | Budget<br>Change |
|--------------------------------------|----------------|----------------|------------------|----------------|------------------|
| Ordinances/Resolutions considered    | 160            | 150            | 150              | 150            | 0                |
| County Board meetings attended       | 626            | 650            | 650              | 650            | 0                |
| Standing Committee meetings attended | 960            | 1,000          | 1,000            | 1,000          | 0                |

## Internal Audit

**Program Description**

Internal Audit is an independent function of the legislative branch of the County, and is responsible for conducting operational, performance and financial audits of County operations for the purpose of promoting efficiency, economy, and adequate internal controls.

**Performance Measures**

Audit recommendations relating to cost-effective controls, efficiency and best practices in support of the county's triple A bond rating [Moody's / Fitch Bond Rating]

| 2002<br>Actual | 2003<br>Budget | 2003<br>Estimate | 2004<br>Budget | Budget<br>Change |
|----------------|----------------|------------------|----------------|------------------|
|----------------|----------------|------------------|----------------|------------------|

|         |         |         |         |   |
|---------|---------|---------|---------|---|
| Aaa/AAA | Aaa/AAA | Aaa/AAA | Aaa/AAA | - |
|---------|---------|---------|---------|---|

|                       |             |             |             |             |             |
|-----------------------|-------------|-------------|-------------|-------------|-------------|
| <b>Staffing (FTE)</b> | <b>2.00</b> | <b>2.00</b> | <b>2.00</b> | <b>2.00</b> | <b>0.00</b> |
|-----------------------|-------------|-------------|-------------|-------------|-------------|

|                            |                  |                  |                  |                  |                 |
|----------------------------|------------------|------------------|------------------|------------------|-----------------|
| Personnel Costs            | \$181,232        | \$190,172        | \$190,219        | \$198,814        | \$8,642         |
| Operating Expenses         | \$6,304          | \$9,800          | \$9,630          | \$9,950          | \$150           |
| Interdept. Charges         | \$0              | \$0              | \$0              | \$8,040          | \$8,040         |
| Fixed Assets               | \$0              | \$0              | \$0              | \$0              | \$0             |
| <b>Total Expenditures:</b> | <b>\$187,536</b> | <b>\$199,972</b> | <b>\$199,849</b> | <b>\$216,804</b> | <b>\$16,832</b> |
| General Government         | \$0              | \$0              | \$0              | \$0              | \$0             |
| Fine/Licenses              | \$0              | \$0              | \$0              | \$0              | \$0             |
| Charges for Services       | \$0              | \$0              | \$0              | \$0              | \$0             |
| Interdepartmental          | \$0              | \$0              | \$0              | \$0              | \$0             |
| Other Revenue              | \$0              | \$0              | \$0              | \$0              | \$0             |
| <b>Total Revenues:</b>     | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>      |
| <b>Tax Levy</b>            | <b>\$187,536</b> | <b>\$199,972</b> | <b>\$199,849</b> | <b>\$216,804</b> | <b>\$16,832</b> |

**Program Highlights**

Personnel costs increase due to across-the-board pay and merit increase and the increase in health insurance costs.

Interdepartmental charges increase \$8,000 mainly for increased computer maintenance and replacement charges (End User Technology charges) allocated from the Legislative Support program that had not been previously recognized and charged to this program .



| <b>Activity</b>  | 2002<br>Actual | 2003<br>Budget | 2003<br>Estimate | 2004<br>Budget | Budget<br>Change |
|--|----------------|----------------|------------------|----------------|------------------|
| Financial/internal control/compliance reviews                            | 4              | 4              | 4                | 3              | (1)              |
| Program evaluations/operational reviews                                  | 4              | 4              | 4                | 3              | (1)              |
| Follow-up of Internal Audit and external auditor's recommendations       | 4              | 4              | 4                | 4              | 0                |
| Assist in completion of single audit work performed by external auditors | 1              | 1              | 1                | 1              | 0                |